**RESUME**

Around 18+ years’ experience in various aspects of accounting management, financial reporting , Banking and Export/Import Letter of Credit, Finalization of accounts.

Presently working in Khushi Group of Companies, Dubai as a Chief Accountant since October 2003. The company is a foodstuff trading company for imports and exports of foodstuff products in GCC countries.

**Educational Qualification:** Master in Commerce from Andhra University, Visakhapatnam, India

**Computer Skills:** MS office (Word & Excel), Tally. ERP9 Accounting Software & Oracle Programmed Accounting Software

**Professional Experience**

**Khushi Trading Co LLC, Chief Accountant -** October 2003 to present

**Job profile**

* Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
* Submission of financials to banks for renewals/enhancement of credit facilities with banks
* Analyzing, planning, reconciliation the utilization of banking facilities on daily basis.
* Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries
* Analyzing, planning, reconciliation the utilization of banking facilities on daily basis.
* Approves prepared Letter of Credit, submitting and follow up with banks for issuance. Issued LCs forwarding to supplier and ensuring a timely execution of incoming shipments.
* Liaison with different banks for getting best prices for discounting of Import and Export usance LCs and negotiating with them for prices depends on financial market to reduce cost of goods.
* Verify and approves all TT payments for import shipments prepared by General Ledger Accountants and Liaising with the Banks to complete the process of payments.
* Getting Export Letter of Credit from Customers and arrange to prepare documents as per LC terms and submitting to banks and follow up with customers for acceptance and payment for exporting of goods to different countries.
* Arranging funds for settlement of banking facilities, payments to creditors and other day to day requirement of funds.

**M/s. Ankit Biscuits Private Ltd, India - April 1999 - October 2003**

**Senior Accountant:**

The Company is Biscuits Manufacturing firm with a turnover of Rs 15 Crores. I am involving in finalization of Accounts, preparing the cost sheet and project works.

**Job Profile**

* Preparing the Trail balance, Manufacturing, Trading and profit and Loss Account and Balance Sheet in every quarter.
* Submitting of proposals for the renewal of CC Limits and term loans.
* Filing of Income Tax Returns and attending the assessments and submitting the required information for assessments.
* Payment to suppliers on time availing the benefit of cash discounts on all purchases.
* Supervising the statutory payments made to government in time like P.F & ESI

**Senior Accountant (Dec 1996 – April 1999) – M/s. ATKONS**

This is a Construction Company, constructing independent houses and duplex houses with a turnover of Rs. 10 Crores. I was involved in the works, finalization of accounts, conducting auditing, maintaining stores ledgers, cash handling and purchases of materials.

**Job Profile**

* Maintaining books of account and finalization of accounts
* Preparing the requirement report for materials and giving the order
* Preparing the budget fortnightly
* Making the payment of labour contractors, Engineers and Architectures
* Applying the housing Loans for the customers who are purchasing the houses.
* Attending the income tax assessments and submitting the information for the assessment.
* Liaison with banks for day to day operations & Finance Companies

**Accountant (Aug.1993 – Dec.1996) – M/s. Butane Transports**

This company is engaged in the business of Bulk LPG Transporting from various Refineries to Bottling Plants (HPCL, IOCL & BPCL). I was involved in billing, submitting the bills for discounting, reconciliation the payments received from Oil Companies, Finalization of Accounts, auditing and Project works.

**Job Profile**

* Scrutiny of General Ledger, Subsidiary books and Reconciliation of Debtors & Creditors.
* Reconciliation of accounts in every month with the Customers & Suppliers
* Supervising the monthly salary payments, weekly labour payments, coordination and verification of Monthly pay rolls and statutory payments i.e P.F & ESI
* Preparation of monthly trail balance and quarterly Balance Sheets
* Submitting of proposals for the renewal/enhancement of Bank Guarantee, CC Limits

**Audit Assistant (Aug.1992 – Aug.1993) – M/s. Chalasani & Co.**

This company is a auditors firm and natures of service is auditing and share brokers. I worked for one year and involved in the works conducting audits and submitting the reports and helping in finalization of accounts of difference companies and ROC Works.



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